

FSA Online Enrollment Instructions

1. **GO to Employee Self Service** at <https://web6.seattle.gov/FAS/HRIS/LogOn/LogOn/> .
2. **ENTER your employee number and password** (if you do not know your employee number, contact your HR rep. For a password reset contact DoIT or the appropriate department contact.)
3. **SELECT Benefits and then Open Enrollment**
(If this is your first time opening the benefits enrollment, please review the OpenEnrollment agreement and **select agree.**)
4. **CHOOSE Health FSA Plan and/or Dependent (Day) Care FSA Plan**
5. **STEP 1 - CHECK Enroll / Re-enroll**
STEP 2 - ENTER *MONTHLY amount *see note in ESS
STEP 3 - SAVE your changes. The following message will appear :
[Successfully Changed]
6. To confirm 2015 benefit changes **SELECT Summary of Election**
7. **PRINT** copy for your records